

N00039-XX-X-XXXX

Attachment J-XXXXXX

**NEXT GENERATION ENTERPRISE NETWORK (NGEN) PAST PERFORMANCE
QUESTIONNAIRE**

PEO-EIS/NGEN

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FAX

TO:

AGENCY:

PHONE:

EMAIL:

REQUEST FOR PAST PERFORMANCE EVALUATION

This office is currently in the process of awarding a competitive contract for NGEN Transport Services (TXS). [CONTRACTOR NAME] has provided your name and organization as a reference regarding [CONTRACTOR'S NAME] record of past performance under Contract No. [CONTRACT NO.]. Specifically, we are looking for past performance information for contracting efforts that were similar in size and scope to this NGEN TXS requirement. Your response should address the following areas:

- a. Quality of Product or Service - Conformance to contract requirements, specifications and standards of good workmanship, accuracy of reports, appropriateness of personnel, and technical excellence.
- b. Schedule - Timeliness of performance, met interim milestones, reliable, responsive to technical and contractual direction, completed on time, including wrap-up and contract administration, no liquidated damages assessed.

- c. Business Relationships - Effective management, businesslike correspondence, responsive to contract requirements, prompt notification of problems, reasonable/cooperative behavior, flexible, proactive, effective Contractor recommended solutions, timely award and management of subcontracts, effective small/small disadvantaged business subcontracting program; collaborative work relationships for seams management.
- d. Customer Satisfaction - Satisfaction of end users with the Contractor's service.

In order for our team to complete its evaluation, we request that you complete the attached survey form and email it, and any other pertinent information, within five (5) working days to **XXXXXXXXXXXX (FILL IN PCO)** Any relevant information you have would be vital in our assessment of the aforementioned Contractor.

Best Regards,